



Research Facilitator (Associate) - 1 position	Posting #: 37485
Lawson Health Research Institute	Posting Date: August 15, 2017
	Submission Deadline: August 21, 2017
Full Time	Tina Ceneviva, Human Resources
Non-Union	

The successful candidate will work under the direction of Dr. Cheryl Forchuk, Beryl & Richard Ivey Research Chair in the role of "PIR, Research Facilitator". This position will assist the Chair and PIR senior leadership in advancing inter-disciplinary and translational research within Parkwood Institute Research.

The incumbent will provide day-to-day support to a number of strategic initiatives. This includes assisting with the planning of internal research support for PIR researchers, developing and promoting close collaboration across PIR research groups, assisting with mentorship of early career researchers, supporting design of strategic plans/knowledge transition plans, and the planning, preparation and submission of grants across a broad spectrum of research areas. Additionally, the incumbent will work closely with Lawson's Grants Development team and St. Joseph's Health Care Foundation, as required.

This position is a 5 day per week (37.5 hours per week) permanent position.

#### Essential Qualifications

- Provide vaccination records or proof of immunity against measles, mumps rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing
- Graduate Degree in health-related field is preferred however equivalent qualification/ work experience will be considered
- Experience working in an academic/research environment; experience with federal, provincial and other granting agencies a key asset
- Excellent interpersonal, supervisory, organizational and planning skills to work effectively in a high pressure environment and the ability to deal with confidential matters
- Proven ability to develop relationships in a professional and respectful manner
- Demonstrated problem-solving skills
- Experience in the preparation and management of budgets; Incumbent must have proven financial and business acumen
- Excellent verbal and written communication skills in English. Ability to communicate effectively general and scientific information both verbally and in writing at all levels
- Ability to work independently and make decisions. Good judgment, initiative, tact and professional attitude in the workplace
- Demonstrated ability to lead and work in teams, e.g. including faculty, staff, students and residents
- Adaptable, flexible and resourceful. Ability to multi-task and meet deadlines; be collaborative

#### Preferred Qualifications

- Prior clinical trials experience; familiarity with Research Ethics Boards
- Knowledge of software tools in support of research approvals and human ethics approvals: ReDA, LORA and WesternREM
- Ability to prepare drafts of research plans
- Familiarity with Lawson policies and procedures
- Experienced in interface with corporations and foundations with respect to donations

*Your interest in this opportunity is appreciated. Only those under consideration will be contacted.*